

Department of Behavioral Healthcare, Developmental Disabilities and  
Hospitals

Maria Montanaro, Director  
14 Harrington Road, Cranston, RI 02920-3080

PUBLIC RECORDS REQUEST FORM  
UNDER THE ACCESS TO PUBLIC RECORDS ACT

Date \_\_\_\_\_

Name (optional) \_\_\_\_\_

Address (optional) \_\_\_\_\_

\_\_\_\_\_

Telephone (optional) \_\_\_\_\_

E-Mail Address (optional) \_\_\_\_\_

Requested Records: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Kindly forward this request to*  
*Behavioral Healthcare, Developmental Disabilities and Hospitals*  
*Office of the Director – Attention Emily Limoges*  
*Barry Hall, 14 Harrington Road, Cranston, RI 02920*  
*Facsimile: (401) 462-3204*

**OFFICE USE ONLY**

Request taken by: \_\_\_\_\_ Request Assigned to: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Records to be available on: \_\_\_\_\_ Mail \_\_\_\_\_ Pick Up \_\_\_\_\_

Records provided: \_\_\_\_\_

Costs: \_\_\_\_\_ copies \_\_\_\_\_ search and retrieval

\_\_\_\_\_  
If, after review of your request, the Department determines that the requested records are exempt from disclosure for a reason set forth in the Access to Public Records Act, the Department reserves its right to claim such exemption.

Note: If you choose to pick up the records, but did not include identifying information on this form (name, etc.), please contact Emily Limoges at (401)462-3405 with the date you made the request and the records requested.  
Thank you.

Revised on 9-23-2015